



# PORTERVILLE DEVELOPMENTAL CENTER

## JOB OPPORTUNITY BULLETIN

### PROGRAM TECHNICIAN II

<b>SALARY RANGE:</b>	<b>\$2925 - \$3665</b>
<b>TENURE/TIME BASE:</b>	<b>Permanent/Full Time</b>
<b>PROGRAM/DEPARTMENT:</b>	<b>Accounting/Trust Office</b>
<b>FINAL FILING DATE:</b>	<b>December 28, 2017</b>
<b>JOB CONTROL #:</b>	<b>JC-93344</b>

**DESCRIPTION OF DUTIES:** Under the direction of the Supervising Program Technician II and in accordance with established procedures, the position works with the entire client population to locate, protect, and conserve client benefits under Medi-Cal and Medicare. This position is assigned to the Medi-Cal/Medicare Eligibility Desk and is responsible for evaluating Medi-Cal/Medicare eligibility for clients, maintaining fiscal responsibility and accountability for Medicare and Medi-Cal programs, completing required forms for benefits, maintaining liaison with participating agencies and entities, and interpreting appropriate laws and regulations.

**WHO IS ELIGIBLE TO APPLY:** Candidates must possess Civil Service Eligibility to apply for this vacancy. Civil Service Eligibility consists of being a current or former California state employee (i.e. DROA, SROA, departmental and general re-employment list procedures, reinstatement or employee transfer) or be list eligible as a result of taking an examination.

**HOW TO APPLY:** Submit a completed standard state application (STD. 678) by the final filing date. Applications submitted for vacancies must include the Position Title and Position Number in the Job Title Section and **MUST** be signed and dated. Applicants should indicate on their application, in the job title section, the type of eligibility they currently possess and which qualifies them to apply at this time. In the "Employment History" section of the application you must list your current employment history by providing the To and From dates with the month, day and year, the hours per week that you worked, which should be a whole number and not a range, the Total Worked (years/months), and the Salary you earned per hour, week, month or year in the Salary Earned Section. You must complete the Duties Performed section on the application. Applications with "see resume" is not acceptable. Application received without all of this information will be considered incomplete and will not be processed. Candidates who do not submit all of the required documents will not be considered in the selection process. Surplus applicants must attach a copy of their surplus letter. Applications may be obtained from the Human Resources Personnel Office at the Porterville Developmental Center or completed and downloaded from the website indicated below. NOTE: All appointments are subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), and Re-employment List procedures, pre-employment physical and fingerprint clearances. Further Information on the definition of the above may be found on the California State Department of Human Resources website at [www.calhr.ca.gov](http://www.calhr.ca.gov).

*For those utilizing "drop off" to turn in their applications. Applications **MUST** be submitted by 4:30 pm on the Final Filing Date. Applications received under the door after that will be considered late and will not be processed. If you are mailing your application it **MUST** be postmarked on the Final Filing Date. Electronic application are time marked and must be submitted on the Final Filing Date or they will be marked as late in the system.*

*Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.*

**PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO THE FOLLOWING:**

Porterville Developmental Center  
 Human Resources Personnel Examination and Recruitment  
 P.O. Box 2000  
 Porterville, CA. 93258  
 26501 Ave. 140  
 Porterville, CA. 93257  
 (559)782-2325 or (559)782-2087 or (559) 782-2322 (Contact Latha Sampath Kumar or Amanda Avila or Cecelia Goucher for questions specific to the essential functions of the position only).

PORTERVILLE Developmental Center is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.